Deby James Associates

IT Training and Support Services

Microsoft Word 2010 Introduction Course Outline 1 Day

Overview

During this course, students will learn how to create, edit, and enhance standard business documents using Microsoft® Office Word 2010.

Who Should Attend

This course is designed for students who wish to learn the basic operations of the Microsoft Word to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work. It provides the fundamental knowledge and techniques needed to advance to using more complex Word features such as protecting your documents and usage of ligatures.

Prerequisite Comments

Students should be familiar with using personal computers and have used a mouse and keyboard. Students should be comfortable in the Windows environment and be able to use Windows to manage information on their computer. Specifically, students should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

TOPICS	TOPICS
GETTING STARTED	**BASIC TABLES**
• Screen Layout	• Inserting A Basic Table
• Enter Text	• Inserting Columns/Rows
• Save a Document	• Deleting Columns/Rows e
• Close a Document	• Merging Cells
• Open a Document	• Splitting Cells
EDITING A DOCUMENT	**PROOF READING A DOCUMENT**
• Selecting Text	• Spell Check
• Modifying Text	• Grammar Check
• Find and Replacing Text	
FORMATTING TEXT	**PAGE LAYOUT**
• Character Formatting	• Landscape / Portrait
• Left, Centre, Right, Justified Alignment	• Margins
• Bullet Points and Numbering	• Page Borders and Colours
• Line Spacing	• Watermarks
• Indents	**PRINTING**
• Borders and Shading	• Print Preview
• Inserting Special Characters	• Printing Options

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